

SMALL CLAIMS ORDER FOR FINANCIAL DISCLOSURE

This form is used **AFTER** you receive a small claims judgment from the court, if you do not know anything about the defendant's assets. If you do know where the defendant works or banks, you can move straight to **garnishment**. Garnishment forms are available in Room 104 of the Courthouse.

1. Fill out the top of the Order for Financial Disclosure form (up to and including the judgment date). If there are multiple defendants, you must fill out one for each defendant, even if they live together.
2. Take the form to Room 400 during small claims courtroom hours (8:30-11:45 and 1:30-4:45). The clerk at the front of the room will stamp the form, making it a court order. Make one copy for yourself.
3. Mail the form to the defendant using **certified mail**. Keep your mail receipt.
4. If the defendant fills out the rest of the form and mails it back to you, you can decide, based on their answers, what you can garnish.
5. If the defendant does not mail back the form within 15 days, then you can bring your copy of the form and mail receipt to Room 400 to file a **contempt motion**. However, you need to obtain your case file from Room G-9 prior to filing your motion.

You cannot use this form for a large claims action. You should consult with an attorney if you have a large claims judgment.